

AUGUST 7, 2002

GOOD MORNING CMSGT WOOLVERTON;

I TALKED TO CMSGT M. NELSON THIS MORNING AND HE STATED THAT HE WAS GOING OUT OF TOWN AND TO FAX THIS INFORMATION TO YOU. IT HAS TO DO WITH ORDERING FILTER ELEMENTS FROM DLA'S STOCKED INVENTORY.

1ST OF ALL THERE ARE SEVERAL PROCESSES INVOLVED WITH ORDERING THESE FILTERS.

THE 1ST PROCESS IS, STOCK CONTROL WILL GET A CALL FROM AN END USER TO ORDER THESE FILTERS. THE END USER WILL TELL THE STOCK CONTROL CLERK WHAT THE STOCK NUMBER IS FOR THE ITEM REQUIRED AND WHAT QUANTITY THAT NEEDS TO BE ORDERED.

THE 2ND PROCESS IS THEN THE STOCK CONTROL CLERK NEEDS TO DO IS TO FILL OUT A STANDARD DD FORM 1348-1 USING SOME OF THE INFORMATION GIVEN BY THE END USER (I USE THIS FORM FOR ONLY RECORD PURPOSES ONLY). THE DD FORM 1348-1 IS AN 80 CARD COLUMN FORM THAT IS USED IN REQUISITIONING MATERIAL FROM A DLA ACTIVITY. I GOT THE FORM FROM THE AIR FORCE WEB SITE AND DOWNLOADED IT TO FORM FLOW.

THE INFORMATION LISTED BELOW, IS HOW TO FILL OUT A DD FORM 1348-1

IN CARD COLUMN NUMBER 1 THE LETTER "A" WILL BE ENTERED.
IN CARD COLUMN NUMBER 2 THE LETTER "O" WILL BE ENTERED.
IN CARD COLUMN NUMBER 3 THE LETTER "A" WILL BE ENTERED.
IN CARD COLUMN NUMBER 4 THE LETTER "S" WILL BE ENTERED.
IN CARD COLUMN NUMBER 5 THE NUMBER "9" WILL BE ENTERED.
IN CARD COLUMN NUMBER 6 THE LETTER "C" WILL BE ENTERED.
IN CARD COLUMN NUMBER 7 THE LETTER "S" WILL BE ENTERED.
IN CARD COLUMN NUMBERS 8 THRU 20 "THE NSN" WILL BE ENTERED.
IN CARD COLUMN NUMBERS 21 THRU 22 "LEAVE BLANK"
IN CARD COLUMN NUMBERS 23 THRU 24 "THE UNIT OF ISSUE" WILL BE ENTERED.
IN CARD COLUMN NUMBERS 25 THRU 29 "THE QUANTITY REQUIRED" WILL BE ENTERED.
IN CARD COLUMN NUMBERS 30 THRU 43 "THE REQUISITION NUMBER" WILL BE ENTERED.

NOTE: THE REQUISITION NUMBER WILL ALWAYS BE AN OFFLINE REQUISITION NUMBER. I USE THE NUMBERS 9300 THRU 9310 FOR THE SERIAL PART OF THE REQUISITION NUMBER.

IN CARD COLUMN NUMBER 44 "LEAVE BLANK"
IN CARD COLUMN NUMBER 45 THRU 50 "SC0600" WILL BE ENTERED.

NOTE: THIS IS THE SUPPLEMENTARY ADDRESS AND "SC0600" WILL ALWAYS BE USED WHEN ORDERING THESE FILTER ELEMENTS.

IN CARD COLUMN NUMBER 51 THE LETTER "B" WILL BE ENTERED.

NOTE: THIS IS THE SIGNAL CODE AND "B" WILL ALWAYS BE USED WHEN ORDERING THESE FILTER ELEMENTS.

IN CARD COLUMN NUMBER 52 THRU 53 THE LETTERS "FG" WILL BE ENTERED.

NOTE: THIS IS THE FUND CODE AND "FG" WILL ALWAYS BE USED WHEN ORDERING THESE FILTER ELEMENTS.

IN CARD COLUMN NUMBERS 54 THRU 59 "LEAVE BLANK"

IN CARD COLUMN NUMBERS 60 THRU 61 "THE PRIORITY" WILL BE ENTERED

IN CARD COLUMN NUMBERS 62 THRU 80 "LEAVE BLANK"

THING TO REMEMBER!!!

1. THE QUANTITY REQUIRED AND THE STOCK NUMBER IS ALWAYS SUPPLIED BY THE END USER.

2. ALL REQUISITION NUMBERS WILL BE OFF LINE REQUISITION NUMBERS USING SERIAL NUMBER 9300 THRU 9310.
3. THE SUPPLEMENTARY WILL ALWAYS BE "SC0600 WHEN FILLING OUT THE 1348.
4. THE SIGNAL CODE WILL ALWAYS BE THE LETTER "B" WHEN FILLING OUT THE 1348.
5. THE FUND CODE WILL ALWAYS BE THE LETTERS "FG" WHEN FILLING OUT THE 1348.
6. TO KEEP THE 1348 ON FILE FROM START TO FINISH OF THE PROCESS.

THE 3RD PROCESS IS CALLING THE DEFENSE SUPPLY CENTER (S9C) IN COLUMBUS OHIO AND PASSING AN "AOA" REQUISITION TO THE CUSTOMER SERVICE REPRESENTATIVE. THE PHONE NUMBER AT S9C 9S 850-2271 (THIS IS A DSN PHONE NUMBER). WHEN YOU GET THRU TO S9C, YOU WILL BE ON THE "DESEX SYSTEM". YOU WILL BE ASKED PRESS CURTAIN NUMBERS FOR DIFFERENT FUNCTIONS AND THEN IT WILL ASKED YOU TO PRESS "0" TO TALK TO THE CUSTOMER SERVICE REPRESENTATIVE. YOU WILL NEED TO PRESS "0" TO TALK TO THE CUSTOMER SERVICE REPRESENTATIVE. WHEN THE CUSTOMER REPRESENTATIVE ANSWERS THE PHONE, YOU WILL TELL THE PERSON THAT YOU WANT TO PASS AN "AOA" AND THEN PROCEED TO GIVE THEM THE INFORMATION THAT IS ON THE DD FORM 1348-1.

NOTE: AFTER COMPLETION OF THE 3RD PROCESS, THE STOCK CONTROL CLERK WILL NOTIFY RECEIVING PERSONNEL OF THIS REQUISITION AND TO NOTIFY STOCK CONTROL UPON RECEIPT OF THIS MATERIAL.

THE 4TH PROCESS INVOLVES DOING ANY STATUS CHECKS TO THE DEPOT. ALL STATUS CHECKS ARE TO BE DONE ON THE TELEPHONE USING THE DESEX SYSTEM OR ON THE DESEX WEBSITE ON THE INTERNET AT WWW.DESEX.COM.

IF YOU USE THE TELEPHONE FOR THE STATUS CHECKS, YOU'LL NEED TO PRESS THE NUMBER 1 AND THEN YOU WILL BE ASKED TO ENTER THE REQUISITION NUMBER. AFTER YOU ENTER THE REQUISITION NUMBER THERE WILL BE A MOMENT OF SILENCE AND THEN YOU WILL BE GIVEN STATUS BACK.

IF YOU USE THE INTERNET, YOU WILL HAVE TO REGISTER (YOU WILL BE ASKED TO ESTABLISHED A LOGIN ID AND A PASSWORD). AFTER THIS PROCESS IS COMPLETED YOU WILL RETURN TO THE HOME PAGE. TO GET STATUS YOU WILL NEED CLICK ON DESEX QUERIES. YOU WILL THEN SEE A PAGE THAT WILL HAVE THE TWO COLUMNS ON IT, ONE OF THE COLUMNS WILL HAVE THE WORDS REQUISITION STATUS AND THE OTHER COLUMN WILL HAVE THE WORDS ASSET AVAILABILITY. YOU HAVE TO CLICK ON THE LETTERS DLA IN THE REQUISITION COLUMN. THEN YOU WILL SEE A PAGE THAT WILL HAVE THE WORDS DLA DESEX REQUISITION STATUS CHECK ON THE TOP. YOU WILL ALSO SEE TWO BOXES, ONE OF THEM WILL SAY SELECT SITE AND THE OTHER ONE WILL SAY DOCUMENT NUMBER. ON THE FIRST BOX YOU SEE THAT THERE IS A DROP DOWN MENU. YOU NEED TO SELECT THE PHRASE DSCC S9C & S9E - COLUMBUS FROM THE DROP DOWN MENU. IN THE SECOND BOX YOU WILL NEED TO ENTER THE DOCUMENT NUMBER. AND THEN YOU WILL CLICK ON WORD SUBMIT (**THE STATUS INFORMATION WILL APPEAR IN APPROX. 3 MINUTES**).

THE 5TH PROCESS IS RECEIVING THE MATERIAL. WHEN THE MATERIAL IS IN THE WAREHOUSE, THE WAREHOUSE PERSON WILL NOTIFY THE STOCK CONTROL CLERK THAT THE MATERIAL IS IN THE RECEIVING. THE STOCK CONTROL CLERK WILL THEN CONTACT THE END USER TO INFORM THEM THAT MATERIAL HAS BEEN RECEIVED AND THEY NEED TO COME TO RECEIVING TO PICK UP THE MATERIAL. WHEN THE END USER COMES TO THE RECEIVING AREA TO PICK UP THE MATERIAL. THEY NEED TO SEE THE WAREHOUSE PERSON WHO HAS CUSTODY OF THE MATERIAL. THEY WILL SIGN AND DATE THE RECEIPT DOCUMENT THAT CAME WITH THE MATERIAL. AND THEN THE MATERIAL CAN BE RELEASED TO THE END USER. THE WAREHOUSE PERSON WILL THEN FORWARD THE

SIGNED AND DATED RECEIPT DOCUMENT TO THE STOCK CONTROL CLERK. THE STOCK CONTROL CLERK WILL THEN ATTACH THE RECEIPT DOCUMENT TO THE ORIGINAL DD FORM 1348-1 AND THEN FILE THE PAPERWORK FOR RECORDKEEPING PURPOSES.

**NOTICE TO STOCK CONTROL AND RECEIVING
PERSONNEL**

**DO NOT DO ANY PROCESSES ON SBSS
(STANDARD BASE SUPPLY SYSTEM) TO ORDER OR RECEIVE
THIS MATERIAL.**

IF YOU HAVE ANY QUESTION CONCERNING THIS, PLEASE CALL DEAN R. WIEDRICH AT DSN 447-4425.

I AM SENDING YOU A COPY OF A DD FORM 1348-1 THAT I DOWNLOADED FROM THE AIR FORCE WEBSITE AND I AM ALSO SENDING SOME PAGES FROM THE DESEX WEBSITE.

THANK YOU


DEAN R. WIEDRICH

USE ☐ TYPEWRITER OR BALL POINT ☐ PEN
PRESS HERE
TO ASSURE LEGIBILITY ON ALL COPIES

0 0 0 SINGLE LINE ITEM

DD FORM 1348 JUL 91 (EG) REQUISITION SYSTEM DOCUMENT (MANUAL)

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U		V	
A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U		V	
A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U		V	
A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U		V	
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PREVIOUS EDITIONS MAY BE USED

DESEX
Defense Supply Expert System[◀\(home\)](#) [▼\(bottom\)](#)

DESEX Web Query Interface Registration

**ALL fields in the form must be filled out in order
to process your access!**

Your Full Name: Company/Organization: E-mail Address: Phone Number: Select a Login ID: **(Case sensitive)**

**Use this Logon ID, not your full name, when your
browser prompts you for "User Name". The Login
ID may not contain blanks.**

Select a Password: **(Case sensitive)**Reenter Password: **(Case sensitive)**

**Only .gov and .mil
domains are allowed!**

Commercial phone
number only, please.

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6230 Oxon Hill Road Oxon Hill, MD 20745 USA
Contact the Webmaster with questions or comments.

Defense Supply EXpert System

updated 07-24-2002



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Having problems with the DESEX server or the DESEX site? Go here to find the answer!

MY DESEX

For all registered DESEX users My DESEX allows you to create and customize personalized lists of documents or assets for multiple queries.

DESEX Queries

For all DESEX Queries we offer an easy-to-use system from registration, changing your registration information and querying the system! So begin your queries now!

Register

If you have not already done so, you will need to register before you can query the DESEX server.

News

Check our News and Updates page for important announcements.

Site Administrator

DESEX Information for Authorized On-Site Personnel only!

Related Links

The DEFense Supply EXpert (DESEX) system is an automated computer system for tracking DoD supply requisitions and inventory items, and for placing or modifying DoD requisitions. DESEX allows queries by telephone, E-mail messages, or from World-Wide Web (WWW) forms. DESEX systems are located at all 19 DoD Inventory Control Points (ICPs), and are available 24 hours a day, every day of the year.

DESEX help and access are now available on the World Wide Web. In addition to general information, you can also query Asset Availability and Requisition Status on DESEX systems throughout the country from this site.

Register before your first DESEX Web query.

Having trouble with emails to DESEX?

Check our News and Updates page for important announcements.

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DESEX Queries



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Related Links

Requisition Status	Asset Availability
Air Force	Air Force
Army	Army NIIN Army Part Number
DLA	DLA
Navy	Navy
Subsistence	Subsistence

Please select the type of query you wish to perform from the menu above. New Requisition entry and Requisition Modification are not available from the web page, but are available by [telephone](#) or [email](#).

Query [DAAS](#) for NIIN Source of Supply (opens a new browser window).



[Change](#) your registration information or password.

Due to networking connectivity issues, Web and E-mail query submission to the following sites are not available at this time ([Telephone](#) queries are available):

Site	RIC	Location
Ogden Air Logistics Center	OO-ALC	FGZ HIII AFB, UT
Warner-Robins Air Logistics Center	WR-ALC	FLZ Robins AFB, GA

DLA DESEX Requisition Status Check

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Defense Supply Expert System[◀\(home\)](#) [▼\(bottom\)](#)**DLA DESEX Requisition Status Check**

Select Site:

Document Number:

☐ Check the box if you would like a reply sent to you via e-mail.

Your E-Mail:

Effective July 31, 2002, DLA begins replacing its material management legacy systems. A limited number of NSN's will be moved to the new system and customers may see some differences.

For more information regarding this systems modernization effort please visit our web-site at www.dla.mil/j-6/bsm/cric/default.htm (Opens in a new window).

If you have problems obtaining status information, please contact the DLA Contact Center at 1-877-DLA-CALL.

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